

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>											1. DATE OF REQUEST (YYYYMMDD)		
REQUEST FOR OFFICIAL TRAVEL													
2. NAME <i>(Last, First, Middle Initial)</i>				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING					
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>				
8. TYPE OF ORDERS			9. TDY PURPOSE <i>(See JTR, Appendix H)</i>				10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>			b. PROCEED DATE (YYYYMMDD)			
11. ITINERARY		<input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE													
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION						
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i> RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>													
13.		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM <i>(Specify)</i>							
14. ESTIMATED COST											15. ADVANCE AUTHORIZED		
a. PER DIEM \$			b. TRAVEL \$			c. OTHER \$			d. TOTAL \$			\$	
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>													
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>							18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>						
AUTHORIZATION													
19. ACCOUNTING CITATION													
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>									21. DATE ISSUED (YYYYMMDD)				
									22. TRAVEL ORDER NUMBER				

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

16. REMARKS *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*